Specialized Purchasing Consultants
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·SPC·

FY22
Annual
Report

With FY23 Projections

Kathy O'Blenes
NHSAU 49 - Governor Wentworth Regional
140 Pine Hill Rd.
Wolfeboro Falls, NH 03896

Specialized Purchasing Consultants Inc.
Serving Maine, New Hampshire & Vermont since 1988

October 2022

Kathy O'Blenes
NHSAU 49 - Governor Wentworth Regional
140 Pine Hill Rd.
Wolfeboro Falls, NH 03896

Skip Tilton
President

Corporate Office:
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Dummer, NH 03588
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VISIT US ON THE WEB:
www.spccopypro.com

Dear Kathy:

Specialized Purchasing Consultants is pleased to present your FY22 Annual Report, taking a look at where we are in recovering from the pandemic restrictions and changes, and looking ahead to continued cost savings and recommendations to maintain your equipment and ensure your vendors are giving the best service possible.

The past few years were unprecedented with the restrictions brought on by the pandemic, and this year was no exception. Because of the delays brought on by the pandemic we chose to submit our copier bid in February rather than wait until March/April. This proved to be a good move for many reasons.

The industry continues to experience major backorder issues on equipment, something we've not had to deal with in years past. Bidding early meant boards could approve results and orders could be placed early. We were also able to lock in new service and supply pricing for existing equipment while orders were delayed so as not to disrupt budgets already established for the new fiscal year based on upgrading equipment.

Even after our bids were received and awarded, though, one major vendor wanted to increase their pricing because of the increased inflation rate that took place after the bid process. We were able to negotiate with them and hold the pricing we received back in February. Again, starting the bid process early proved to be a positive move.

Finally, while the industry experienced an over 9% inflation rate, SPC was able to continue to hold down service and supply costs for all of our clients because of SPC's allowable CPC increase cap of 5%.

As always, we are grateful for your continued confidence in the services SPC provides and in our efforts to secure better pricing on equipment, service and supplies than can be obtained independently. We look forward to working with you another year and into the future.

Sincerely,

Skip Tilton
President

"Protecting Your Copier Interests"

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MEET YOUR TEAM

Skip Tilton, President
Billie Jo Tilton, Vice President

As co-founders of SPC, we are very proud of our team of professionals. The concept of group purchasing to save millions has grown since 1988 into providing over 16 different managerial services that increase reliability and extend the life of your equipment. However, none of this would have been possible without the loyalty of our clients, many of whom we have assisted for more than 20 years! Together, we have realized the lowest prices possible while improving the quality of your service and equipment. We have also been able to find ways to increase your equipment reliability, monitor and track usage variations throughout the year, and keep your costs under control.

Alex Webster
Operations, Marketing & IT Manager

Alex is involved in every aspect of SPC. He actively seeks to improve the cooperative bid process and is continually seeking to improve the buying power in New England. Alex organizes and prepares the bids for new and existing clients, tabulates the results, and presents them to our clients. He also maintains our office equipment and utilizes the latest technology to maintain STARDoc and FM Audit so our clients always have access to valuable information on their equipment.

Pam Weed
Client-Vendor Relations

Pam helps maintain a good relationship between clients and vendors, overseeing warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection and billing, and Annual Reports. Pam also assists with marketing SPC services.

Kelly Fortier
Finance Support

Kelly is a valuable asset to the SPC Finance Department. Her versatility in managing various aspects of accounting, lease documentation, and service and supply contracts benefits her team and the clients she works with.

Heidi Tilton
Office Support

Heidi assists with bookkeeping and billing for both clients and vendors, processing payments, contact information updates, and other office support.

Sue Penney
Administrative & Finance Manager

Sue coordinates and oversees all billing, leases, and contracts. Her decades of financial expertise benefit the Billing Team by her attention to detail and ability to prioritize to ensure accuracy and timeliness of all finance projects.

Robert Dutil
Information Technology

Bob keeps SPC running by maintaining and updating database processes as well as assisting in updates to SPC's STARDoc website and the creation of code to create the many reports SPC generates to give you the accurate information of your usage.

Jamin Tilton
Operations Support

Jamin plays a vital role in ensuring equipment surveys, installations, and trades go smoothly, coordinating with clients and vendors and maintaining a schedule that is beneficial for all. Jamin also assists Alex in many technical areas such as maintaining STARDoc and FM Audit as well as with computer maintenance.

SPC TIMELINE

1988 Specialized Purchasing Consultants opens its doors

- Began offering equipment at the sales representative's cost with continued cooperative buying power obtaining competitive rates on leases, equipment, and Service & Supply contracts.

1999 Improved Annual Report

- Revised Annual Report format to include new charts and tables for more expansive usage and budget detail.
- Established Student Ratios.

2001 Meter Collection

- Began collecting meter reads directly from client and submitting to vendors via spreadsheet, providing more accurate and consistent billing.

2002 Bond Counsel Review

- Added Bond Counsel Review to ensure any and all funding sources provided legal documentation to meet State statutes and regulations.

2003 Bond Counsel Review of Contracts and Warranties

- Service & Supply Contracts revised to reflect SPC's commitment to managing a client's account for five years while allowing the client a 30-day cancel option.
- Warranty revised to protect equipment, guaranteeing service or replacement at no charge, even if a vendor goes out of business.

2012 STARDoc and Simplified Billing Developed and Implemented

- Live Floor Plans: Allows IT administrators to move devices around on their own floor plans.
- STARDoc: Helps project out the end-of-year costs and potential overages.
- Simplified Billing: Designed to eliminate hundreds of invoices and condenses it down to 2 or 3 a year.

2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

2014 STARDoc - Monthly Audits

- Users can see a monthly snapshot of current usage and estimated projections

2015 STARDoc - Mapping Options and Asset Management

- Allows mapping of other IT devices (Wireless Access Points, IP Cameras, Projectors, VoIP Phones, etc.)
- IT Asset Management tracks all IT purchases, warranty expirations, etc.

SPC TIMELINE (Continued)

2018 STARDoc - Improved Pinpointing of Budget and Communications

- Improved pinpointing of machines projected to go over budget
- Facilitate communication with your vendor's service manager
- Request service history on any given printer or copier

2019 STARDoc – Service Histories, Chromebook Bid

- Mandatory annual fleet service history: Provides data on the overall reliability of the fleet.
- SPC's Chromebook bid allowed organizations to piggyback off our cooperative pricing. Many schools like SAU 67 - Bow and SAU 57 - Salem benefited from this pricing.
- Five-Year Fleet Management (FYFM): Projecting out five-year costs for all equipment based on current and past usage.

2020 Mock Bids - Warranty and Relief Fund

- Mock Bids: allows us to show where a client's pricing would come in without having to go out to bid. This allows them to buy off an existing bid, thus saving time and money.
- Warranty and Relief Fund: Due to the pandemic, there are serious upheavals in the industry. In an effort to cushion our clients, this fund was established. For more information, see the last page of the Annual Report.

2021 Vendor Services and Warranty Relief Equipment

- Vendor Bid Portal allows vendors to electronically submit bids, ensuring accuracy and saving time when calculating bid results for presentation.
- Premier Vendors Classification notes which vendors are not only cooperative to SPC bids but who demonstrate willingness to support SPC's processes before, during, and after the bid.
- Warranty Relief Equipment Base: Premier Vendors will have access to SPC-traded high-quality, low-meter machines. For more information, see the last page of the Annual Report.

2022 Vendor Bid

- Put bid out in February instead of late spring.
- This early bidding saved clients thousands due to inflation and price increases that took place after bid pricing was locked in, preventing higher rates to our clients.
- This also allowed for early ordering to accommodate backorders.
- We were also able to lock in bid rates for existing equipment until new equipment could be installed after the start of the new fiscal year.

2023 SPC Roadmap

- STARDoc Upgrade: Process is in place to give STARDoc a more modern facelift.

EQUIPMENT HEALTH STATUS

Total Number of Machines 155

Total Black Photocopiers & MFPs:	16
Total Color Photocopiers & MFPs:	38
Total Black Network Printers:	76
Total Color Network Printers:	25
Total Removed From Service:	0

# of Units Not in Use for FY22   0
# of Units OFF Warranty**   0
# of Units Approaching End of Warranty   0
# of Units Overused   0
# of Units Underused   0

Contract Commencement Date	08/02/2021
All Warranties and Service Contracts Expire	06/30/2027
# of Annual Payments Left on Lease	4

**NOTE: When a machine goes off warranty, it does not mean that the service contract expires. It simply means that if a replacement machine becomes necessary, it may not be at "no charge."

Dear Kathy,

    Despite increased inflation and a continued backlog of orders – unprecedented in SPC history – SPC managed to maintain the buying power we established three decades ago and keep equipment and service & supply pricing lower than anything found in the industry.

    Because equipment continues to be backordered, SPC will again put our equipment bid out to our vendors in February of 2023 rather than wait until April or May. This allows SPC to lock in low pricing before increases take effect, for vendors to get orders placed early, and for client budgets to be planned for the new fiscal year.

    A specific concern is your Color usage. Currently, your district averages is 509 copies per student while the industry average is 243 (See pages 13 & 14). This is 146% higher than the industry. In 2020 & 2021, SPC aggressively started to add PaperCut in an effort to successfully bring color usage under control. We are able to do this without adding to your overall budget (See page 27).

    We can discuss this and other concerns at our meeting.
Sincerely, Skip

Five-Year Basis beginning with the 2021/2022 Fiscal Year

Copies-per-Year: 7,226,423

Present vs. Proposed Recommendations as of 8/2/2021

PRESENT SITUATION	PROPOSED SITUATION
1) Guarantees on Photocopiers: **One Year**	1) Guarantees for both New, Recons & Used Machines: **Five + Years**
2) Annual Price Ceilings Left: **One Year**	2) 5% or CPI Annual Ceilings, whichever is less: **Five + Years**
3) Console Copiers with 3 million plus: **24**	3) Console Copiers with 3 Million plus: **35**
4) Units to be Traded: **274**	4) Replaced: **151 New**
5) Photocopiers: **34**	5) Photocopiers: **41 with Secure Print/Confidential Mailbox**
6) Color Photocopiers: **15**	6) Color Photocopiers: **32 due to closing out some color printers**
7) MFPs: **25** with **7 Color**	7) MFPs: **10 with 4 Color**
8) Printers: **215, 106 of which are Color**	8) Printers: **100, 18 of which are Color**
9) Duplexers: **274**	9) Duplexers: **152**
10) Finishers: **33**	10) Finishers: **41**
Total number of Units: **274**	Total number of Units: **151 (Closing out 130 to right size equipment)**

Overall Description of Equipment Fleet:
Presently, you have One manufacturer with 13 different models. The **new arrangement** will stay with one manufacturer with one vendor servicing everything.

Print Management: STARDoc for all devices and Papercut MF for all A3 Copiers.

Capital:
Presently, you have **one** municipal lease that will be paid off on August 2nd, 2021. With the new arrangement, you will again have **one** municipal master lease at 3.29**%** interest. Your first of five annual lease payments will be due on August 1st, 2022.

Board Approval Date: May 10 for SAU 49 and May 12 for Middleton

Service & Supplies:
Considering all of your consumable cost centers including service you are averaging **$0.004158 for black and $0.058639 for Color**. The new contract will come in at a CPC of **$0.003809 for Black and $0.033469 for Color.**

Vendor Packages:
SPC will bring you multiple different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bids combination for your School District: **Ricoh and KMBS**

	Cost Center	Present	FY22 Ricoh	FY23 Ricoh
1.	Service & Supplies Color:	$67,365.43	$38,449.93	$38,449.93
2.	Service & Supplies Black:	$25,271.16	$23,152.29	$23,152.29
3.	Annual Muni Lease &:	$111,764.85	$111,764.85	$87,516.27
4.	Forced Upgrades (14 Owned Devices):	$29,250.00	$00.00	$00.00
	Totals:	$233,651.43	$173,367.07	$149,118.49

Five Year Cost Savings: $425,151.55 district wide!

This Papercut MF Package includes Papercut installed on 41 copiers, RFID Card Readers and Cards with 5 years of Maintenance and Support.

The successful bidders will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy CPC billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th, 2022.** A contract extension has been negotiated for four more years, which will have an annual price ceiling of five percent or CPI, whichever is less. You however, only commit funds for one-year at a time to the servicing vendor. And even this scenario allows you to upgrade, lowering the service costs, if it is to your advantage to go out to bid at any time. SPC will set up both the service- supply contracts and the warranty cards with the successful bidding vendors.

Security package: Hard Drive Wipes are included in these prices.

NON-CONTRACTED DEVICES

Make - Model	Serial Number	IP Address	Last Update
CANON iPF680	AANG0165	172.16.100.37	2022-10-27 08:17:15
HP Designjet Z5200 PostScript	CN73R8K00H	192.168.0.218	2022-07-22 09:03:23

With your next upgrade, we highly recommend you incorporate these machines into your next contract. Depending on volume, this could result in significant cost savings. For example, in buying supplies on your own and having your in-house IT staff service them, a color laser device color cost can average as much as 25 cents per print, while our bids are coming in at less than 5 cents per print.

In addition, not including the usage on these machines can throw off your usage ratios shown on the next few pages, which can also affect your future budget planning.

ANNUAL BLACK VOLUME BY LOCATION

Percentage labels above chart: 23% | 48% | 34% | 8% | 46% | 78% | 40% | 596% | 18% | 38% | 11% | 30%

Fiscal Year
- FY19
- FY20
- FY21
- FY22

FY20 & FY21 - COVID-19

Y-axis values: 2,000,000 | 1,500,000 | 1,000,000 | 500,000 | 0

Locations: Carpenter Elementary School | Crescent Lake School | Effingham Elementary School | Kingswood Regional Art Center | Kingswood Regional High School | Kingswood Regional Middle School | Lakes Region Technical Center | Middleton Elementary School | New Durham Elementary School | Ossipee Central School | SAU 49 | Tuftonboro Central School

ANNUAL BLACK VOLUME OVERALL
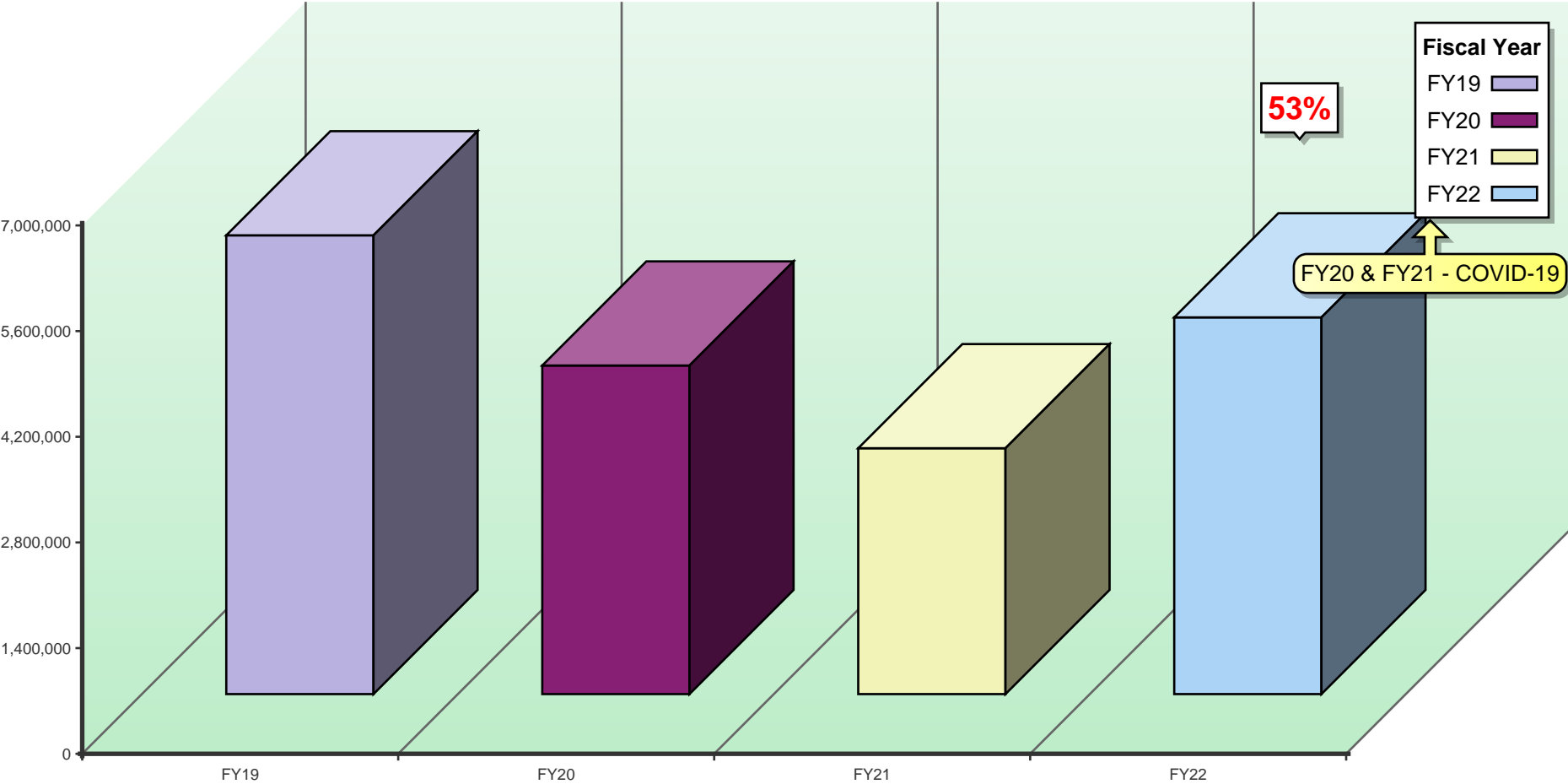
% amount equals the overall increase or decrease between Previous Year & Current Year

AVERAGE STUDENT-TO-COPY USAGE - BLACK - UPGRADE

Using the projected costs by building as the basis, this table represents the projected average usage and cost per student for each building.

Building	Student Population	Annual Black Volume	Total School Cost*	Average Annual Black Prints Per Student	Average Annual Black Cost Per Student
Carpenter Elementary School	200	567,634	$13,997.01	2,838	$69.99
Crescent Lake School	176	530,174	$13,076.02	3,012	$74.30
Effingham Elementary School	99	208,966	$5,150.30	2,111	$52.02
Kingswood Regional Art Center	0	175,144	$4,332.44	0	$0.00
Kingswood Regional High School	728	1,738,419	$43,038.39	2,388	$59.12
Kingswood Regional Middle School	375	833,741	$20,535.26	2,223	$54.76
Lakes Region Technical Center	0	134,602	$3,352.00	0	$0.00
Middleton Elementary School	148	251,162	$6,197.36	1,697	$41.87
New Durham Elementary School	153	294,345	$7,311.73	1,924	$47.79
Ossipee Central School	273	875,346	$21,624.24	3,206	$79.21
SAU 49	0	257,590	$6,440.49	0	$0.00
Tuftonboro Central School	104	210,487	$5,203.67	2,024	$50.04
Totals	**2,256**	**6,077,610**	**$150,258.91**	**2,694**	**$66.60**

*Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.

INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	83,741	149,723,855	$3,872,721.04	1,788	$46.25

*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.

FY22 — 1,788
FY21 — 1,284 ← COVID-19 Full year
FY20 — 1,778
FY19 — 2,291
FY18 — 2,344

1,000 1,100 1,200 1,300 1,400 1,500 1,600 1,700 1,800 1,900 2,000 2,100 2,200 2,300 2,400
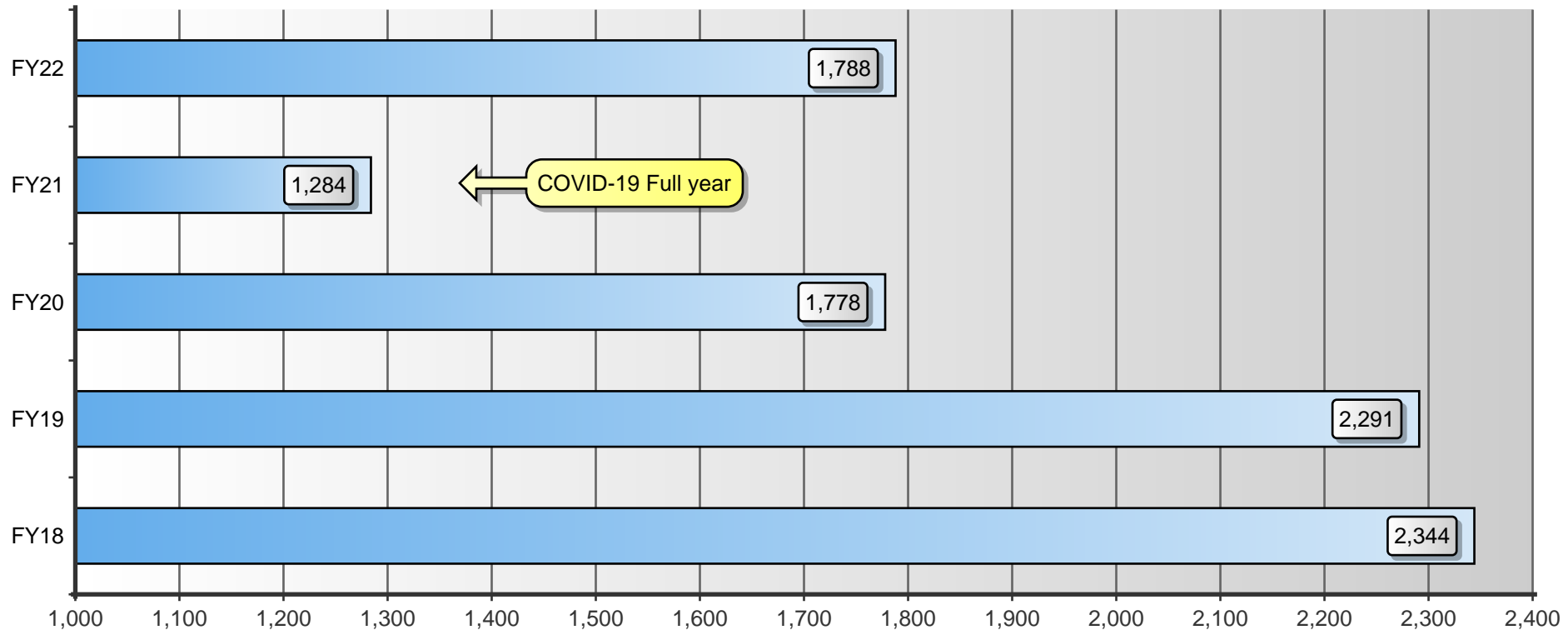
ANNUAL COLOR VOLUME BY LOCATION

Fiscal Year
- FY 19
- FY 20
- FY 21
- FY 22

FY20 & FY21 - COVID-19

Percentage labels: -1%, 44%, 70%, 542%, 198%, 130%, 35%, 607%, 10%, 85%, 0%, 43%

Locations: Carpenter Elementary School, Crescent Lake School, Effingham Elementary School, Kingswood Regional Art Center, Kingswood Regional High School, Kingswood Regional Middle School, Lakes Region Technical Center, Middleton Elementary School, New Durham Elementary School, Ossipee Central School, SAU 49, Tuftonboro Central School

ANNUAL COLOR VOLUME OVERALL
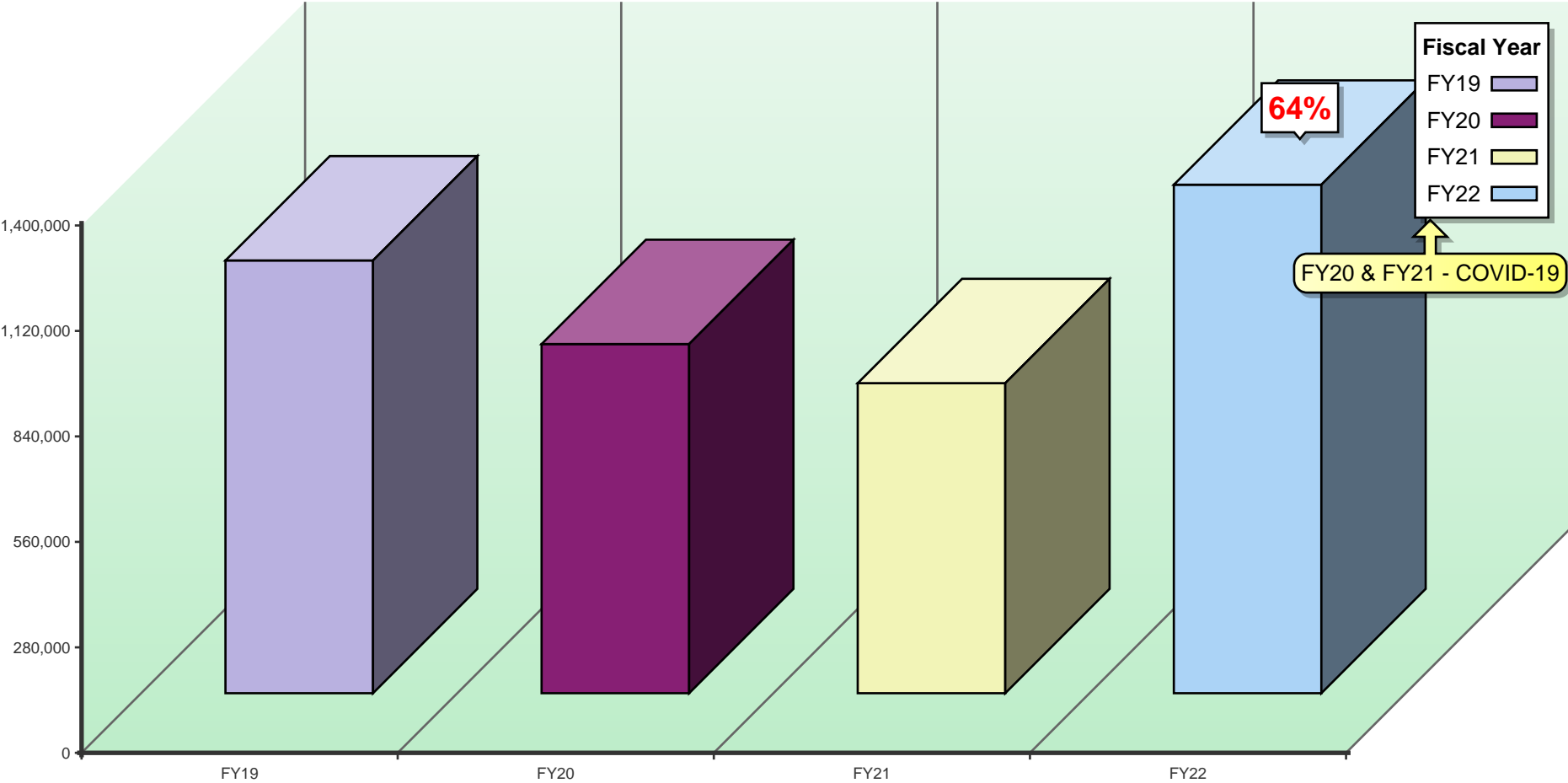
% amount equals the overall increase or decrease between Previous Year & Current Year

AVERAGE STUDENT-TO-COPY USAGE - COLOR - UPGRADE

Using the projected costs by building as the basis, this table represents the projected average usage and cost per student for each building.

Building	Student Population	Annual Color Volume	Total School Cost*	Average Annual Color Prints Per Student	Average Annual Color Cost Per Student
Carpenter Elementary School	200	180,563	$6,309.04	903	$31.55
Crescent Lake School	176	75,434	$2,660.55	429	$15.12
Effingham Elementary School	99	48,814	$1,705.57	493	$17.23
Kingswood Regional Art Center	0	8,825	$328.84	0	$0.00
Kingswood Regional High School	728	144,860	$5,210.43	199	$7.16
Kingswood Regional Middle School	375	146,086	$5,113.49	390	$13.64
Lakes Region Technical Center	0	90,305	$3,281.69	0	$0.00
Middleton Elementary School	148	38,220	$1,335.94	258	$9.03
New Durham Elementary School	153	88,241	$3,079.64	577	$20.13
Ossipee Central School	273	158,575	$5,560.04	581	$20.37
SAU 49	0	88,316	$3,087.27	0	$0.00
Tuftonboro Central School	104	80,574	$2,820.11	775	$27.12
Totals	**2,256**	**1,148,813**	**$40,492.61**	**509**	**$17.95**

*Total School Cost refers only to Service & Supplies as Paper and Equipment are included in the previous table for black prints.

Note: STARDoc tool will flag any future high color usage. See page 34 of STARDoc Features. Current industry ratio averages 243 color prints per student per year. Your color volume this year averages 509 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

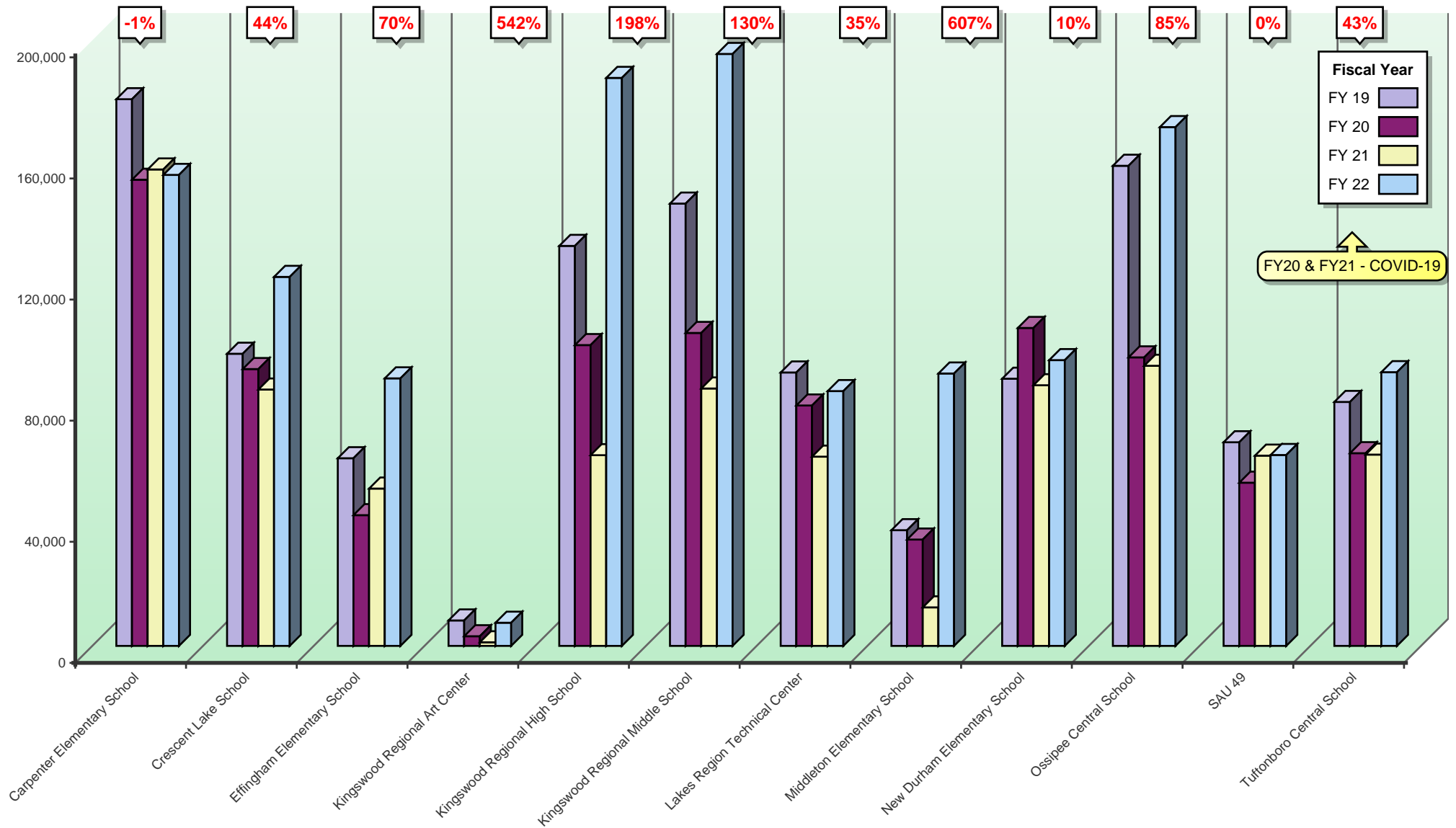# INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	83,741	20,378,027	$929,875.30	243	$11.10

*Total District Cost refers to the cost of Service, Supplies, and Paper. Equipment is calculated only into the Black Volume.

Projected FY23: 270
FY22: 243
FY21: 182 — COVID-19 Full Year
FY20: 184
FY19: 216
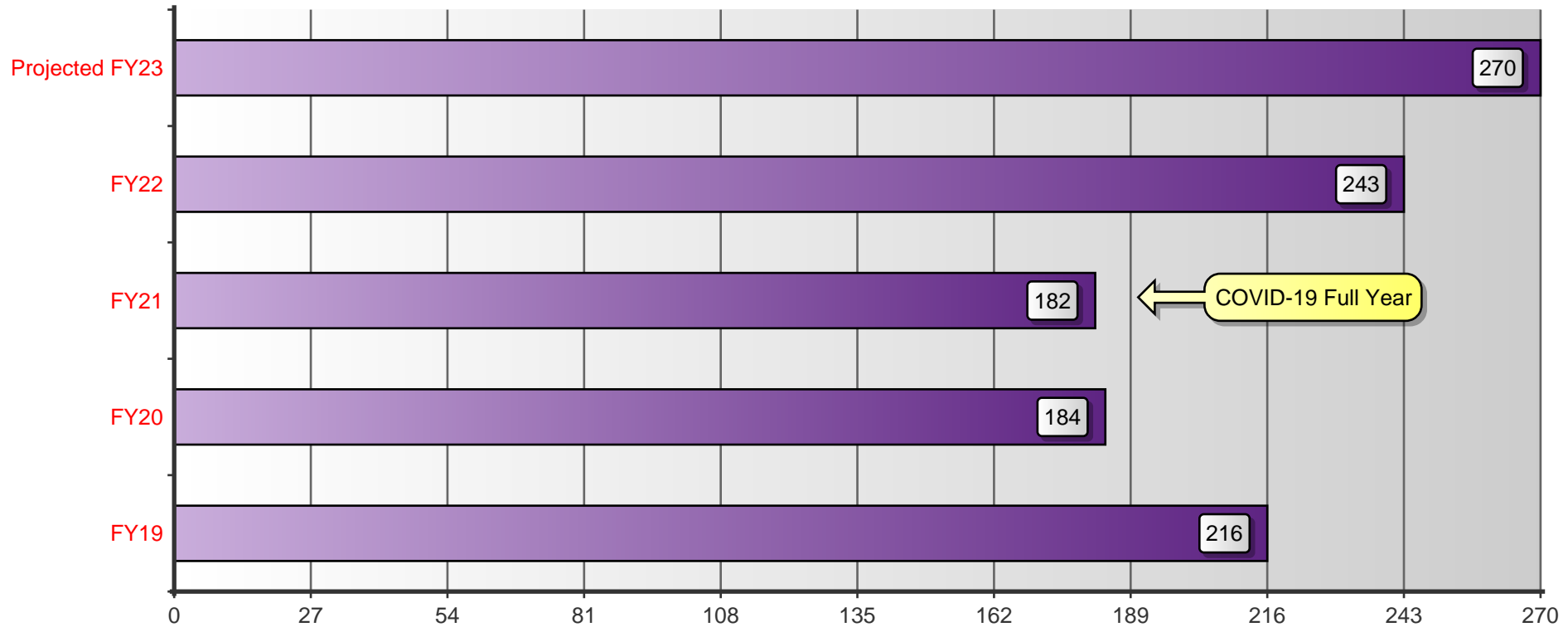
COLOR-TO-TOTAL VOLUME COMPARISON
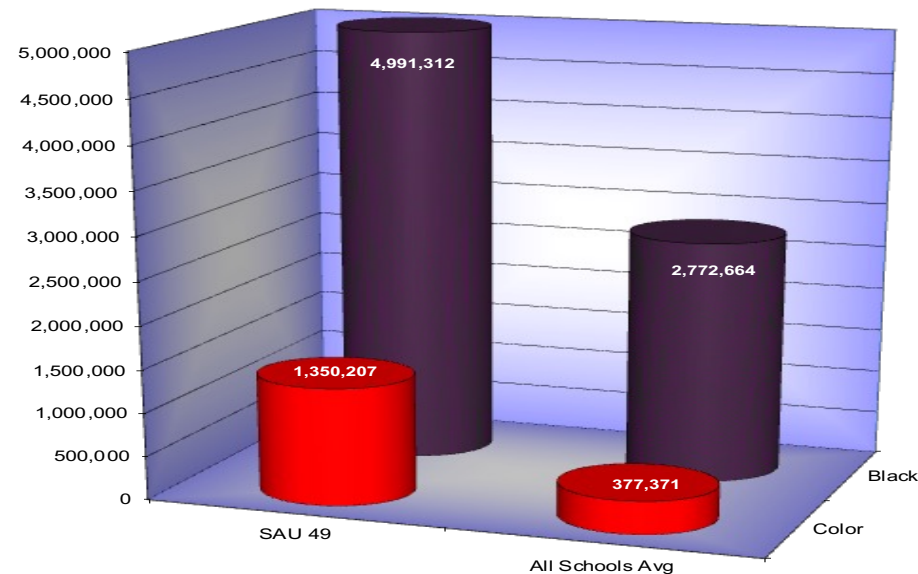
SPC Analysis

COLOR printing plummeted from FY19 to FY20 by 20% but overall it only dropped by just over 2% between FY20 and FY21, even COVID restrictions affected only three months of FY20 while it affected all of FY21. This indicates that once restrictions were lifted, color usage is again significantly increasing. Obviously, some color printing is necessary, but if it is not monitored properly, it could blow up your entire printing budget. The best time to financially achieve the color control goal is when you do your next upgrade. For that recommendation, please review the Health Status page.

SOLUTION: SPC has incorporated into our bids Right-Sized Print Management software that pinpoints the problematic locations and implements tailor-made software that controls your color printing. Instead of forcing the entire organization to change all printing habits, SPC focuses only on problematic locations.

EQUIPMENT USAGE — PRE- AND POST-UPGRADE — BLACK PRINTS

Building	Volume Prior to Upgrade	Cost Prior to Upgrade	Volume After Upgrade	Cost After Upgrade	Total Volume	Total Costs
Carpenter Elementary School	30,409	$117.38	492,666	$1,844.25	523,075	$1,961.63
Crescent Lake School	34,814	$140.63	389,698	$1,461.66	424,512	$1,602.29
Effingham Elementary School	16,000	$68.61	193,220	$722.78	209,220	$791.39
Kingswood Regional Art Center	7,134	$33.40	37,213	$152.28	44,347	$185.68
Kingswood Regional High School	72,954	$321.28	1,163,151	$4,475.73	1,236,105	$4,797.01
Kingswood Regional Middle School	26,037	$111.06	596,560	$2,340.11	622,597	$2,451.17
Lakes Region Technical Center	6,745	$30.78	81,116	$351.86	87,861	$382.64
Middleton Elementary School	209,996	$774.93	347,965	$1,302.03	557,961	$2,076.96
New Durham Elementary School	28,037	$106.75	212,217	$813.00	240,254	$919.75
Ossipee Central School	41,289	$171.26	624,586	$2,371.81	665,875	$2,543.07
SAU 49	38,913	$207.34	175,398	$729.44	214,311	$936.78
Tuftonboro Central School	12,323	$50.40	152,871	$573.70	165,194	$624.10
Totals	524,651	$2,133.82	4,466,661	$17,138.65	4,991,312	$19,272.47

EQUIPMENT USAGE — PRE- AND POST-UPGRADE — COLOR PRINTS

Building	Volume Prior to Upgrade	Cost Prior to Upgrade	Volume After Upgrade	Cost After Upgrade	Total Volume	Total Costs
Carpenter Elementary School	12,583	$747.91	143,309	$4,794.59	155,892	$5,542.50
Crescent Lake School	14,460	$818.89	107,416	$3,570.93	121,876	$4,389.82
Effingham Elementary School	4,138	$236.78	84,227	$2,811.29	88,365	$3,048.07
Kingswood Regional Art Center	329	$20.44	7,320	$251.46	7,649	$271.90
Kingswood Regional High School	7,500	$456.85	180,103	$6,048.97	187,603	$6,505.82
Kingswood Regional Middle School	10,282	$588.09	185,231	$6,283.95	195,513	$6,872.04
Lakes Region Technical Center	6,157	$351.25	77,996	$2,682.96	84,153	$3,034.21
Middleton Elementary School	38,847	$2,145.93	51,126	$1,698.29	89,973	$3,844.22
New Durham Elementary School	8,128	$451.50	86,253	$2,863.81	94,381	$3,315.31
Ossipee Central School	13,062	$765.64	158,287	$5,284.70	171,349	$6,050.34
SAU 49	10,282	$618.06	52,766	$1,758.93	63,048	$2,376.99
Tuftonboro Central School	4,932	$274.08	85,473	$2,848.70	90,405	$3,122.78
Totals	**130,700**	**$7,475.42**	**1,219,507**	**$40,898.58**	**1,350,207**	**$48,374.00**

SPC Upgrades for 2022

Client	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
SAU 36 - White Mountains Regional SD	Kris Franklin	2,884,577	46	Visual Edge-OSV	Symquest	$11,704.62	$58,523.10	STARDoc Only
SAU 61 - Farmington	Brian Cisneros	2,857,215	42	Same	KMBS	$7,383.00	$36,915.00	PaperCut & STARDoc
SAU 66 - Hopkinton	Michael Flynn	2,460,750	78	Global-Conway	KMBS	$29,956.00	$149,780.00	PaperCut & STARDoc
SAU 68 - Lincoln/Woodstock	Debbie O'Connor	815,437	13	Same	KMBS	$4,302.00	$21,510.00	PaperCut & STARDoc
SAU 80 - Shaker Regional SD	Debbie Thompson	2,896,042	23	Same	Budget	$5,550.00	$27,750.00	PaperCut & STARDoc
SAU 87 - Mascenic	Lizabeth Baker	2,834,149	59	Same	KMBS	$15,634.00	$78,170.00	STARDoc Only
Great Bay E-Learning Charter School	Peter Stackhouse	246,262	8	Same	KMBS	$1,744.00	$8,720.00	STARDoc Only
MSAD 37 - Harrington Maine	Ron Ramsay	1,776,270	56	Visual Edge-A-Copi	Ricoh	$6,953.00	$34,765.00	STARDoc Only
SAU 54 -Rochester NH	Linda Bartlett	11,900,000	215	Same	KMBS	-$1,920.00	-$9,600.00	PaperCut & STARDoc
East Millinocket Schools Maine	Luci Milewski	1,113,369	4	Visual Edge-A-Copi	Ricoh	$6,449.00	$32,245.00	STARDoc Only
Washington Central UUSD	Mark Kline	4,000,000	68	Canon & Conway	Symquest	$26,757.00	$133,785.00	STARDoc Only
RSU 64 - East Corinth	Rhonda Sperrey	2,698,445	28	Visual Edge-A-Copi	Symquest	$9,304.00	$46,520.00	PaperCut & STARDoc
RSU 06 - Bonny Eagle	Scott Nason	8,328,355	109	Visual Edge-A-Copi	Symquest	$21,350.00	$106,750.00	PaperCut & STARDoc
RSU 14 - Windham Raymond	Bob Hickey	7,539,568	211	Visual Edge-A-Copi	Symquest	$48,135.00	$240,675.00	STARDoc Only
Orleans Southwest Supervisory Union VT	David Martin	2,846,049	24	Visual Edge-OSV	National	$4,390.00	$21,950.00	PaperCut & STARDoc
Essex Westford School District VT	Peter Drescher	10,741,439	265	Visual Edge-OSV & National	Symquest	$100,004.00	$500,020.00	PaperCut & STARDoc
Sullivan County NH	Derek Ferland	911,018	40	Canon	Symquest	$14,033.00	$70,165.00	PaperCut & STARDoc
Winooski School District VT	Nicole Mace	1,848,750	87	Canon	Symquest	$42,364.00	$211,820.00	PaperCut & STARDoc
Windham Northeast Supervisory Union VT	Andrew Haas	3,000,000	46	Canon	Symquest	$39,323.00	$196,615.00	PaperCut & STARDoc
SAU 43 - Newport NH	Ed Emond	1,772,242	10	Visual Edge-OSV	Symquest	$18,656.00	$93,280.00	STARDoc Only
Totals		**73,469,937**	**1,432**			**$412,071.62**	**$2,060,358.10**	

* Print Management Software: All Clients have SPC STARDoc but some have chosen to acquire additional support that they did not have previously.

TOTALS	**82,468,260**	**69,686,229**	**73,469,937**		
Total New Clients	**14,950,000**	**41,249,400**	**17,952,178**	<< 8 Clients	
Total Existing Clients	**67,518,260**	**28,436,829**	**55,517,759**	<< 12 Clients	

2022 Award Evaluation	Manufacturer	Volume	Machines
Symquest	Konica Minolta	43,724,394	910
KMBS	Konica Minolta	21,113,813	415
Budget	Konica Minolta	2,896,042	23
Ricoh	Ricoh	2,889,639	60
National	Kyocera	2,846,049	24
TOTALS		**73,469,937**	**1,432**

SPC SERVICE & SUPPLY COST SAVINGS

These tables compare your equipment cost per copy for service and supplies (black prints or copies only) before becoming an SPC client on 08/01/2005 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 22 black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

BEFORE SPC

Current Volume	Prior CPC	Average Annual Cost
4,991,312	$0.02193	$109,449.47

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
4,991,312	$0.00386	$19,266.46	$90,183.01	$450,915.05

*This CPC is an average of your copiers and printers together. Your copier cpc is substantially lower than this average.

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of
$90,181.61 x 17 years as a Client = $1,533,111.17 Cost Savings!

PROJECTED EQUIPMENT COSTS BY BUILDING - BLACK - UPGRADE

This table represents PROJECTED expenses for BLACK prints or copies by building based on recent activity. Approximate current paper case costs and **averaged** current annual lease payments are figured in to provide budget information for the upcoming fiscal year.

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Carpenter Elementary School	567,634	$2,233.48	$3,589.72	$8,173.81	$13,997.01
Crescent Lake School	530,174	$2,088.81	$3,352.82	$7,634.39	$13,076.02
Effingham Elementary School	208,966	$819.73	$1,321.50	$3,009.07	$5,150.30
Kingswood Regional Art Center	175,144	$702.79	$1,107.61	$2,522.04	$4,332.44
Kingswood Regional High School	1,738,419	$7,011.77	$10,993.76	$25,032.86	$43,038.39
Kingswood Regional Middle School	833,741	$3,256.99	$5,272.58	$12,005.69	$20,535.26
Lakes Region Technical Center	134,602	$562.54	$851.22	$1,938.24	$3,352.00
Middleton Elementary School	251,162	$992.33	$1,588.35	$3,616.68	$6,197.36
New Durham Elementary School	294,345	$1,211.79	$1,861.44	$4,238.50	$7,311.73
Ossipee Central School	875,346	$3,483.76	$5,535.69	$12,604.79	$21,624.24
SAU 49	257,590	$1,102.25	$1,629.00	$3,709.24	$6,440.49
Tuftonboro Central School	210,487	$841.58	$1,331.12	$3,030.97	$5,203.67
TOTALS	6,077,610	$24,307.82	$38,434.81	$87,516.27	$150,258.91

PROJECTED EQUIPMENT COSTS BY BUILDING - COLOR - UPGRADE

This table represents PROJECTED expenses for COLOR prints or copies by building based on recent activity. Current paper case costs and averaged annual lease payments are NOT figured in to this table, as they are covered in the black prints report.

Building	Projected Color Volume	Service & Supply Cost
Carpenter Elementary School	180,563	$6,309.04
Crescent Lake School	75,434	$2,660.55
Effingham Elementary School	48,814	$1,705.57
Kingswood Regional Art Center	8,825	$328.84
Kingswood Regional High School	144,860	$5,210.43
Kingswood Regional Middle School	146,086	$5,113.49
Lakes Region Technical Center	90,305	$3,281.69
Middleton Elementary School	38,220	$1,335.94
New Durham Elementary School	88,241	$3,079.64
Ossipee Central School	158,575	$5,560.04
SAU 49	88,316	$3,087.27
Tuftonboro Central School	80,574	$2,820.11
TOTALS	1,148,813	$40,492.61

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - BLACK - UPGRADE

This table represents actual expenses for BLACK prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. Current year's increase is 5%.

Vendor	Equipment Type	Actual Volume	FY22 Cost / Copy	Total Costs	Projected Volume	FY23 Cost / Copy	Projected Cost
KMBS	Black Laser MFP	5,486	$0.00441	$24.19	0	$0.00000	$0.00
KMBS	Black Network Printer	45,660	$0.00678	$309.57	0	$0.00000	$0.00
KMBS	Black Photocopier	247,466	$0.00354	$876.03	0	$0.00000	$0.00
KMBS	Black Photocopier	15,883	$0.00441	$70.04	0	$0.00000	$0.00
KMBS	Black Photocopier	35,217	$0.00453	$159.53	0	$0.00000	$0.00
KMBS	Color Laser MFP	2,519	$0.00441	$11.11	0	$0.00000	$0.00
KMBS	Color Laser MFP	359	$0.00678	$2.43	0	$0.00000	$0.00
KMBS	Color Network Printer	22,141	$0.00678	$150.12	0	$0.00000	$0.00
KMBS	Color Photocopier	149,852	$0.00354	$530.48	0	$0.00000	$0.00
KMBS	Color Photocopier	68	$0.00441	$0.30	0	$0.00000	$0.00
Ricoh	Black Laser MFP	36,934	$0.00725	$267.77	46,907	$0.00761	$356.96
Ricoh	Black Network Printer	304,280	$0.00463	$1,408.82	368,602	$0.00486	$1,791.41
Ricoh	Black Photocopier	1,564,059	$0.00370	$5,787.02	2,386,554	$0.00389	$9,283.70
Ricoh	Color Laser MFP	49,677	$0.00725	$360.16	22,036	$0.00761	$167.69
Ricoh	Color Network Printer	23,170	$0.00463	$107.28	53,509	$0.00486	$260.05
Ricoh	Color Photocopier	2,488,541	$0.00370	$9,207.60	3,200,002	$0.00389	$12,448.01
	TOTALS	**4,991,312**	**$0.00386**	**$19,272.45**	**6,077,610**	**$0.004**	**$24 307 82**

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR - UPGRADE

This table represents actual expenses for COLOR prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. Current year's increase is 5%.

Vendor	Equipment Type	Actual Volume	FY22 Cost / Copy	Total Cost	Projected Volume	FY23 Cost / Copy	Projected Cost
KMBS	Color Laser MFP	1,241	$0.06214	$77.12	0	$0.00000	$0.00
KMBS	Color Network Printer	27,875	$0.06214	$1,732.15	0	$0.00000	$0.00
KMBS	Color Photocopier	82,139	$0.05519	$4,533.25	0	$0.00000	$0.00
KMBS	Color Photocopier	19,434	$0.05826	$1,132.22	0	$0.00000	$0.00
KMBS	Color Photocopier	11	$0.06214	$0.68	0	$0.00000	$0.00
Ricoh	Color Laser MFP	12,160	$0.05625	$684.00	9,030	$0.05906	$533.31
Ricoh	Color Network Printer	34,068	$0.03738	$1,273.46	54,059	$0.03925	$2,121.82
Ricoh	Color Photocopier	1,173,279	$0.03319	$38,941.13	1,085,724	$0.03485	$37,837.48
	TOTALS	*1,350,207*	*$0.03583*	*$48,374.01*	*1,148,813*	*$0.03525*	*$40,492.61*

LEASED/OWNED EQUIPMENT DETAILS

Total Number of Machines Under Contract	155
Number of Machines on Lease	410
Number of Machines Owned	14
Number of Rental/Loaner Machines	0

Lease Company	Norway Savings Bank
Term	5 Annual
Annual Payment usually due on 8/1	$87,516.27
Lease Start Date	08/02/2021
Lease End Date	08/01/2026
Remaining Payments	4

*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.

LEASED EQUIPMENT

Building	Location	Make/Model	Serial Number
Carpenter Elementary School	Main Office	Ricoh-IMC6000	3141R400368
Carpenter Elementary School	Media Center	Ricoh-SPC352dn	X031R900732
Carpenter Elementary School	Room 107 Conference Downstairs	Ricoh-IM 350F	3371P950635
Carpenter Elementary School	Room 121 Staff Work Room	Ricoh-IM 8000	4031C300799
Carpenter Elementary School	Room 123 SPED	Ricoh-SPC352dn	X031R900766
Carpenter Elementary School	Room 218 Alcove	Ricoh-IM 8000	4031C300591
Carpenter Elementary School	Room 218 Alcove	Ricoh-SPC352dn	X031R900755
Carpenter Elementary School	Room 226 Guidance Office	Ricoh-IM 350F	3371P950366
Carpenter Elementary School	Room 231	Ricoh-IMC6000	3141R200555
Carpenter Elementary School	Room 233 Osgood	Ricoh-P 501	5211P600355
Crescent Lake School	6th Grade Hall Closet	Ricoh-P 501	5211P600372
Crescent Lake School	Library	Ricoh-IMC6000	3141R200491
Crescent Lake School	Main Office	Ricoh-IMC6000	3141R200678
Crescent Lake School	Main Office	Ricoh-P 501	5211P600368
Crescent Lake School	Room 104 Resource Room	Ricoh-SPC352dn	X031R900739
Crescent Lake School	Room 127 Principal	Ricoh-P 501	5211P600366
Crescent Lake School	Room 128 Psych Office	Ricoh-P 501	5211P600363
Crescent Lake School	Room 138 Media - Computer Lab	Ricoh-P 501	5211P600362
Crescent Lake School	Special Education	Ricoh-IMC4500	3121R200315
Crescent Lake School	Staff Room	Ricoh-IM 9000	4041C400236
Effingham Elementary School	Main Office Secretary	Ricoh-P 501	5211P602205
Effingham Elementary School	Main Office Secretary	Ricoh-SPC352dn	X031R900462
Effingham Elementary School	Main Office Work Area	Ricoh-IMC6000	3141R400360
Effingham Elementary School	Room 104 Art	Ricoh-SPC352dn	X031R900411
Effingham Elementary School	Room 148 Library	Ricoh-P 501	5211P602229
Effingham Elementary School	Teachers' Room	Ricoh-IMC6000	3141R200473
Kingswood Regional Art Center	Athletic Training Room (50B)	Ricoh-IM 350F	3371P950368
Kingswood Regional Art Center	Room 108	Ricoh-IMC6000	3141R200492
Kingswood Regional Art Center	Room 115	Ricoh-IM 350F	3371P950354
Kingswood Regional Art Center	Room 128	Ricoh-P 501	5211P600336
Kingswood Regional Art Center	Room 136	Ricoh-P 501	5211P600369
Kingswood Regional Art Center	Room 143	Ricoh-SPC352dn	X031R700098
Kingswood Regional Art Center	Room 146	Ricoh-SPC352dn	X031R700091
Kingswood Regional Art Center	Room 147	Ricoh-SPC352dn	X031R700099
Kingswood Regional High School	2nd Floor Corridor 262 Room 228	Ricoh-IMC6000	3141R400429
Kingswood Regional High School	2nd Floor Corridor 264 Room 238	Ricoh-IMC6000	3141R200503
Kingswood Regional High School	Café Office	Ricoh-IM C300F	3921P651050
Kingswood Regional High School	Custodian's Office	Ricoh-P 501	5211P600251
Kingswood Regional High School	IT Office Storage	Ricoh-SPC352dn	X031R900622

Building	Location	Make/Model	Serial Number
Kingswood Regional High School	IT Staging	Ricoh-P 501	521IP602232
Kingswood Regional High School	IT Staging	Ricoh-P 501	521IP602236
Kingswood Regional High School	Nurse's Office	Ricoh-IM C300F	392IP401606
Kingswood Regional High School	Room 101	Ricoh-IMC6000	314IR200157
Kingswood Regional High School	Room 104 Main Office	Ricoh-P 501	521IP602234
Kingswood Regional High School	Room 108	Ricoh-IM 9000	404IC400049
Kingswood Regional High School	Room 109	Ricoh-IM 430F	335IP502027
Kingswood Regional High School	Room 110 Special Education	Ricoh-P 501	521IP602207
Kingswood Regional High School	Room 111 SRO Office	Ricoh-P 501	521IP600373
Kingswood Regional High School	Room 116	Ricoh-P 501	521IP701369
Kingswood Regional High School	Room 117	Ricoh-P 501	521IP701336
Kingswood Regional High School	Room 118	Ricoh-P 501	521IP701371
Kingswood Regional High School	Room 119	Ricoh-P 501	521IP602080
Kingswood Regional High School	Room 120	Ricoh-P 501	521IP600769
Kingswood Regional High School	Room 121	Ricoh-P 501	521IP600743
Kingswood Regional High School	Room 122	Ricoh-IM 8000	403IC300631
Kingswood Regional High School	Room 129	Ricoh-P 501	521IP600752
Kingswood Regional High School	Room 131	Ricoh-P 501	521IP701334
Kingswood Regional High School	Room 134	Ricoh-P 501	521IP600283
Kingswood Regional High School	Room 137A Inner Office	Ricoh-P 501	521IP600779
Kingswood Regional High School	Room 138	Ricoh-IMC4500	312IR402234
Kingswood Regional High School	Room 154 Graphics	Ricoh-IMC4500	312IR402124
Kingswood Regional High School	Room 178	Ricoh-P 501	521IP600765
Kingswood Regional High School	Room 180	Ricoh-SPC352dn	X03IR900727
Kingswood Regional High School	Room 182 Library	Ricoh-IMC6000	3140RC00203
Kingswood Regional High School	Room 182B	Ricoh-P 501	521IP602213
Kingswood Regional High School	Room 215 Learning Lab	Ricoh-P 501	521IP600741
Kingswood Regional High School	Room 220	Ricoh-IMC6000	3140RB00479
Kingswood Regional High School	Room 250 Teachers' Room	Ricoh-IM 9000	404IC400220
Kingswood Regional High School	Room 251 - Special Ed Learning Center	Ricoh-P 501	521IP600766
Kingswood Regional Middle School	IT Office Storage	Ricoh-SPC352dn	X03IR900619
Kingswood Regional Middle School	Room 102	Ricoh-P 501	521IP602176
Kingswood Regional Middle School	Room 103	Ricoh-P 501	521IP600768
Kingswood Regional Middle School	Room 104	Ricoh-P 501	521IP602209
Kingswood Regional Middle School	Room 111	Ricoh-IMC6000	3140RC00144
Kingswood Regional Middle School	Room 128	Ricoh-IMC6000	3140RC00307
Kingswood Regional Middle School	Room 144A	Ricoh-SPC352dn	X03IR900579
Kingswood Regional Middle School	Room 145	Ricoh-IM C300F	392IP202207
Kingswood Regional Middle School	Room 161A	Ricoh-P 501	521IP600764
Kingswood Regional Middle School	Room 204	Ricoh-IMC6000	314IR400363
Kingswood Regional Middle School	Room 229 Prep	Ricoh-IMC6000	314IR200160
Kingswood Regional Middle School	Room 242	Ricoh-IMC6000	3140RC00150
Lakes Region Technical Center	Culinary Office	Ricoh-SPC352dn	X03IR900441

Building	Location	Make/Model	Serial Number
Lakes Region Technical Center	IT Office Storage	Ricoh-P 501	521IP701283
Lakes Region Technical Center	Main Office	Ricoh-IMC6000	314IR200612
Lakes Region Technical Center	Main Office	Ricoh-SPC352dn	X03IR900429
Lakes Region Technical Center	Room 104	Ricoh-SPC352dn	X03IR900439
Lakes Region Technical Center	Room 108	Ricoh-P 501	521IP701370
Lakes Region Technical Center	Room 117 Business Office	Ricoh-IMC4500	312IR200243
Lakes Region Technical Center	Room 118	Ricoh-P 501	521IP701368
Lakes Region Technical Center	Room 120 Business Office	Ricoh-IMC4500	312IR402239
Lakes Region Technical Center	Room 121A	Ricoh-P 501	521IP701366
Lakes Region Technical Center	Room 122	Ricoh-IM 350F	337IP950353
Lakes Region Technical Center	Room 123	Ricoh-SPC352dn	X03IR900435
Lakes Region Technical Center	Room 128A	Ricoh-P 501	521IP701373
Lakes Region Technical Center	Room 306 Agricultural Sciences	Ricoh-IM C300F	392IP651038
Middleton Elementary School	Main Office	Ricoh-IMC6000	314IR200554
Middleton Elementary School	Main Office	Ricoh-P 501	521IP602235
Middleton Elementary School	Media Center	Ricoh-P 501	521IP602227
Middleton Elementary School	Nurse's Office	Ricoh-P 501	521IP602201
Middleton Elementary School	Room 117 Guidance Office	Ricoh-P 501	521IP602233
Middleton Elementary School	Room 119 Art	Ricoh-SPC352dn	X03IR900443
Middleton Elementary School	Special Education	Ricoh-P 501	521IP602200
Middleton Elementary School	Teachers' Work Room	Ricoh-IM 8000	403IC300090
New Durham Elementary School	Main Office	Ricoh-IMC6000	314IR200683
New Durham Elementary School	Room 102	Ricoh-IM 350F	337IP950638
New Durham Elementary School	Room 102 Computer Lab	Ricoh-P 501	521IP600771
New Durham Elementary School	Room 115 Preschool	Ricoh-SPC352dn	X03IR900587
New Durham Elementary School	Room 123	Ricoh-IMC6000	314IR200472
New Durham Elementary School	Room 149	Ricoh-P 501	521IP600767
New Durham Elementary School	Room 177	Ricoh-IM 350F	337IP950500
New Durham Elementary School	Room 192 Nurse	Ricoh-P 501	521IP600773
New Durham Elementary School	Room 193 Randall	Ricoh-P 501	521IP600770
Ossipee Central School	IT Office Storage	Ricoh-P 501	521IP602167
Ossipee Central School	Main Office	Ricoh-IMC6000	3140RC00322
Ossipee Central School	Main Office	Ricoh-P 501	521IP602181
Ossipee Central School	Main Office	Ricoh-P 501	521IP602228
Ossipee Central School	Principal's Office	Ricoh-SPC352dn	X03IR900561
Ossipee Central School	Room 104 Vice Principal	Ricoh-P 501	521IP602199
Ossipee Central School	Room 108 Library	Ricoh-P 501	521IP602096
Ossipee Central School	Room 109 SPED	Ricoh-SPC352dn	X03IR900578
Ossipee Central School	Room 116	Ricoh-P 501	521IP602240
Ossipee Central School	Room 147	Ricoh-P 501	521IP602237
Ossipee Central School	Room 156 Kitchen Office	Ricoh-P 501	521IP602230
Ossipee Central School	Room 160 Speech	Ricoh-SPC352dn	X03IR900431
Ossipee Central School	Room 167 Nurse's Office	Ricoh-P 501	521IP602231

Building	Location	Make/Model	Serial Number
Ossipee Central School	Room 174 Guidance	Ricoh-P 501	521IP602203
Ossipee Central School	Room 178 Teachers' 1st Floor	Ricoh-IM 9000	4041C400063
Ossipee Central School	Room 178 Teachers' 1st Floor (246B)	Ricoh-SPC352dn	X031R700094
Ossipee Central School	Room 184 Grade 2 McDonald	Ricoh-P 501	521IP602204
Ossipee Central School	Room 300	Ricoh-P 501	521IP602202
Ossipee Central School	Room 301 Teachers' 2nd Floor	Ricoh-IMC6000	314IR200603
Ossipee Central School	Room 304	Ricoh-P 501	521IP602239
Ossipee Central School	Room 310B	Ricoh-SPC352dn	X031R900567
Ossipee Central School	Room 323	Ricoh-P 501	521IP602198
Ossipee Central School	Room 325	Ricoh-P 501	521IP602238
SAU 49	1st Floor	Ricoh-IMC6000	3140RC00556
SAU 49	2nd Floor	Ricoh-IMC6000	3140RC00336
SAU 49	2nd Floor Work Area	Ricoh-P 501	521IP602211
SAU 49	Accounts Payable - Nancy Rose	Ricoh-P 501	521IP602179
SAU 49	Bookkeeping - Sandy Libby	Ricoh-P 501	521IP602208
SAU 49	Budget SENSE - MICR	Ricoh-P 501	521IP500053
SAU 49	Bus Repair Facility	Ricoh-P 501	521IP602177
SAU 49	Business Administrator - Kathy O'Blenes	Ricoh-P 501	521IP602178
SAU 49	Curriculum Coordinator	Ricoh-SPC352dn	X031R700093
SAU 49	Human Resources - Cheryl Sawyer	Ricoh-P 501	521IP602210
SAU 49	Payroll - Karen Koch	Ricoh-P 501	521IP600777
SAU 49	Payroll - Middleton	Ricoh-P 501	521IP600365
SAU 49	Plant Operations - Jody Downey	Ricoh-P 501	521IP602206
SAU 49	Reception - Michelle Capone	Ricoh-P 501	521IP602212
SAU 49	Transportation Office	Ricoh-IMC6000	314IR400352
Tuftonboro Central School	Main Office	Ricoh-IMC6000	3140RC00324
Tuftonboro Central School	Main Office	Ricoh-P 501	521IP701362
Tuftonboro Central School	Media Center Desk	Ricoh-P 501	521IP701333
Tuftonboro Central School	Media Lab	Ricoh-IM C300F	392IP750529
Tuftonboro Central School	Room 145 Reading Area	Ricoh-IMC4500	312IR402247

STARDoc USER NAMES

Name	User Name
Andrea Fournier	afournier@govwentworth.k12.nh.us
Brian Beaverstock	bbeaverstock
Chris Pratt	cpratt
Guy Donnelly	gdonnelly@govwentworth.k12.nh.us
Jacob Eveleth	jeveleth@sau49.org
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Kathy Tetreault	ktetreault
Katie Small	ksmall@sau49.org
Kelly Colby-Seavey	kcolbyseavey@govwentworth.k12.nh.us
Mary Dolan-Meyers	mdolan-meyers
Patti Morrissey	pmorrissey@govwentworth.k12.nh.us
Paul Michalski	pmichalski

STARDoc user names are managed by the Account Administrator, usually the IT Director. If there are any changes that need to be made, please notify your Account Administrator or SPC.

Benefits of partnering with SPC

Top Benefits to our CLIENTS:

1. Cooperative Buying

- By definition, is a model that allows a group of buyers with a common interest to pool their buying power in order to negotiate more favorable pricing and better service. SPC's model allows you to pick your preferred vendor!

- SPC's pricing is so strong _we pay for our own fee_ by acquiring prices lower than what you can do on your own.

- We will _save you money_ benefiting from the combined purchasing power of 69 clients with almost 4500 devices doing 176 million copies and prints annually. For FY22 we purchased 1,432 machines with over 73 million prints out to bid.

- We will _save you time_ by preparing your bid, negotiating with vendors/manufacturers, presenting a total bid analysis, and managing the implementation.

- We will _save you frustration_ by managing your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

- STARDoc: System for Tracking And Reporting Documents.

- Maps all devices and sets up 'Interactive Live Floor Plans' of all printing devices, showing you a Before and After Upgrade look; provides a visual for all decision makers over the next five years.

- STARDoc studies your printing habits and is able to predict your year-end cost months in advance, before you receive your year-end reconciliation invoice.

- Sets up your next year's budget at the click of a mouse.

3. Simplified Billing Program

- Removes the confusion out of billing.

- Eliminates variety of invoices from multiple vendors that come monthly and/or quarterly.

- THREE detailed, easy-to-read invoices are sent each year from ONE billing source.

- Reconciles all of your devices at the end of the year; you pay only for what you use; no minimums.

4. Five-Year Equipment Replacement Schedule

- SPC's staff surveys key locations that determine life of existing equipment.
- Specs out new equipment needed: Does not allow vendors to undersize during the bidding process.
- Manages the entire bid process down to the install.

5. Annual Report

- A crucial document that extends the life of your equipment, often getting 8 to 10 years of guaranteed performance! Flags copying trends within your organization such as overusage.
- You get an overview of your current equipment situation, reports associated with copying and printing costs and, if needed, recommendations for addressing situations posing a problem.

6. Vendor Neutral

- SPC does not recommend just one brand; we suggest what's best for you with serviceability in mind.
- We present you with the bid results and offer recommendations, yet the decision is yours to make.

SPC has been serving their clients since 1988, saving millions of dollars along the way.

Based on current actual volumes and CPCs, SPC has generated Annual Savings of almost $1.5 million for all of our clients. That translates into Savings of more than $7 million over five years!

Overall Benefits to Our Vendors

- Opportunities brought to vendor - Over 1,400 units purchased in FY22 running over 73 million prints
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients
- National Contracts that are all negotiated with the manufacturers at your disposal

Vendor Benefits Pre-Bid & During the Bid Process:

- Sharing of previous bid results that help you to negotiate with your manufacturers
- On-Site Survey of client requirements including mapping all devices
- Writing of the *Five-Year Equipment Replacement Schedule* (Bid Specs)
- Vendor Bid Portal: Greatly reduces bid input time; reduces time from bid submission to bid presentation to the clients in our cooperative
- Control of Bid Specs (Not allowing any vendor to underbid or offer discontinued equipment)
- Selling of vendors' 'Value Add' directly to our clients after the bids are in; Client has the right to pay more than low bid, if desired

Vendor Benefits Before & During Installation

- Digital Needs Analysis: Matching up the machine to installation site
- Schedule and coordinate Vendor meeting with Client
- Cover the cost of ESP surge protectors, electrical wiring, computer interface and any unexpected costs
- Manage and audit installation
- Capture final meter reads and close books on old devices & contracts

Vendor Ongoing Support

- Yearly meter reads

- Simplified Billing: SPC manages billing and payment directly with Client and Vendor

- STARDoc: System for Tracking And Reporting Documents… Manages the budget

- Annual Reports that flag machines that are being overused and underused thus improving reliability

- Mediating warranty issues in sensitive locations

Why do some vendors hesitate to bid?

- Vendors worry that bidding will reduce their margins

- If word gets out on pricing, they feel that their other customers will call and ask for similar prices

- Lose control of their account as winning bidder may beat their pricing

- SPC bids are designed to keep specs equal for all, no chance of providing a lesser piece of equipment

<div style="text-align:center; color:red;">SPC managed over 4,500 Photocopiers and Printers last year.
Our relationship with our vendors has never been stronger!</div>

STARDoc Features

Cost Projection by Department or Building

- Allows you to formulate next year's budget as early as December
- Allows you to see the projected usage bill in advance
- Tabulate total budgets and total costs district-wide
- Volume or cost pages allow you to pinpoint specific machines on the floorplans
- Timeline - allows you to track historical volume and costs to compare current budget with past years

Map your devices on Floorplans

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device Information tab allows easy access to the printer/copier web interface
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TVs)

Floorplan Administration

- Allows IT and Business Manager to move devices around on floorplan
- Paper trail of device locations after summer break
- Shows Previous Devices, Present Equipment, and Proposed Equipment

Contacts Page

- Control Access and Permissions to STARDoc
- Toggle Email All (Toner Alerts, Service Alerts, Monthly Audits)

Device Listing Page

- Centralized location for detailed information of District's assets
- Exportable device listing to Excel or PDF
- Non-Reporting Device listing for devices that haven't reported for more than two weeks
- Tracks additional non-contracted devices
- IP Addresses and MAC addresses imported automatically
- Strikethrough on machines that have been removed

Monthly Audits

- Monthly Cost Snapshot
- Shows number of devices not reporting to help improve projections accuracy

Last Sync Date

- Shows the last time FM Audit synced for equipment

Over-Budget Report

- Request service history on any machine right through STARDoc.
- Catch overused equipment early, before equipment begins to break down due to overuse.

Five-Year Fleet Management (FYFM)

- Interactive tool that examines printing habits
- Flags potential problem areas
- Helps identify equipment with high color usage
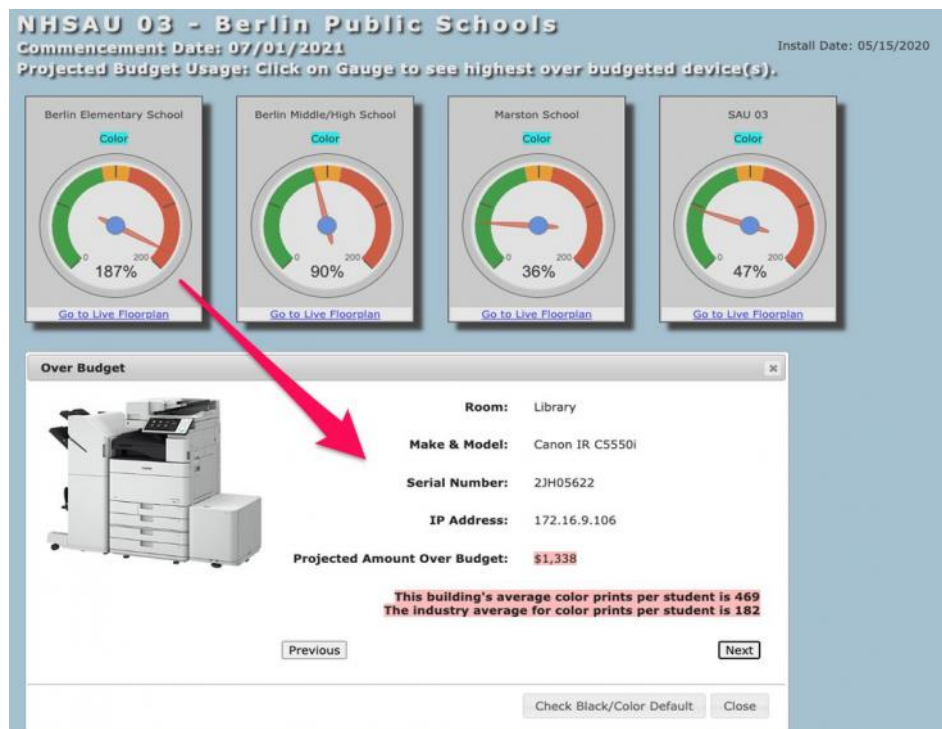
NEW VENDOR CATEGORIES

In the past we had two vendor categories: Cooperative and Uncooperative. In 2021 we added a third category:

Premier: defined as consistently providing ...

- Quality bids to SPC
- Quality service with a four-hour or less average response time
- Reliable equipment and competitive pricing
- Support to SPC and our mutual clients to resolve concerns
- **Current Premier Vendors**

  - Budget Document Technologies
  - Konica Minolta Business Solutions
  - National 1927
  - Ricoh USA
  - SymQuest Group

Cooperative: defined as ...

- Providing bids as required but lacking in one or more areas listed above, or they have yet to provide a history of strong support

Uncooperative: defined as ...

- Rarely submitting bids to SPC
- Encourages SPC clients to breach existing contracts and undermines SPC's bid process

WARRANTY RELIEF FUND

Why is it Needed?

With the recent pandemic, schools and businesses shut down. In FY20 credits owed were around $389,000. However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news, what if the vendor is unable or unwilling to repay those funds? Many companies outside of the copier industry are already filing for bankruptcy. SPC's legitimate concern is, what if this hits the copier industry and we can no longer access the funds owed to the client?

Other Concerns:

- Vendor refuses to honor a Warranty
- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Service-and-Supply Contract at the agreed-upon pricing.
- Vendor gets sold to a venture capitalist entity or to a risky new owner with limited cash reserves

Purpose:

Since 1989, SPC's goal is to shelter our clients from Industry upheavals. This fund is to set aside monies that can be used by any client, if a need arises.

Funding Source: Initially, $200,000 no-interest personal loan. To be paid back from two sources...

- Wholesale Trades... For over 10 years these funds have been set aside for warranty replacement units since the industry would provide the same cash price with or without the trade.
- Equipment Purchases... 2% of the gross will be set aside with each upgrade.

Who Benefits?

All SPC clients...like any insurance fund, by pooling funds from SPC's entire client base, any losses are eliminated.

WARRANTY RELIEF EQUIPMENT BASE

Why is it Needed?

As with credits owed to clients for unused copies, sometimes equipment needs to be replaced or added but there are no funds in the budget. Rather than relying solely on the Warranty Relief Fund, SPC will have an inventory of high-quality, low-meter copiers and printers to use as replacements or additional equipment as needed at a lower cost to the client than a new machine.

Other Concerns:

- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Warranty
- Equipment is damaged by user and not covered under the Warranty

Purpose:

- To replace or add a machine when needed

Who Benefits?

- All SPC clients...by pooling high-quality equipment from past client upgrades, equipment can be replaced with minimal impact on the client